

## Hamilton City Netball Privacy Policy

### ***Approved by HCNC Board – November 2023***

Hamilton City Netball Centre knows you care about how your information is used and shared. It is committed to ensuring your privacy is protected and your information is only used appropriately.

This policy aims to help people involved in Hamilton City Netball Centre understand how their personal information may be used and stored by Hamilton City Netball Centre.

This policy applies to all people providing personal information to Hamilton City Netball Centre. Personal information means information about a person.

The following policy and regulations are to be read in conjunction with:

- HCNC Constitution
- HCNC Closed Circuit Television (CCTV) Security Privacy Notice
- NNZ Regulations

## Collection, Use and Storage of Personal Information

### 1. Collecting personal information

- a) When you become a member of, or participate in Hamilton City Netball Centre activities, Hamilton City Netball Centre will need to collect some personal information from you (or family/whānau of children).
- b) It may also collect other information needed to perform its functions, or where required by law. Personal information may include your contact details and any other personal information that you provide.
- c) For participants, this may also include performance results and health/medical information. Hamilton City Netball Centre may collect this information directly from you with your permission, or from Netball Waikato Bay of Plenty and/or Netball New Zealand to which Hamilton City Netball Centre belongs and other organisations which are affiliated to it, for example the New Zealand Olympic Committee, Paralympics New Zealand, and Drug Free Sport New Zealand.

### 2. Using personal information

- a) Hamilton City Netball Centre will never sell your personal information.
- b) Employees of Hamilton City Netball Centre may have access to your personal information to do their work. Their access to your personal information is limited to what is necessary.
- c) Agents and subcontractors of Hamilton City Netball Centre may have access to personal information needed to do their work but may not use it for any other purposes.
- d) Hamilton City Netball Centre may be required to share your personal information with Netball Waikato Bay of Plenty and Netball New Zealand to which Hamilton City Netball Centre is affiliated and other organisations which are affiliated to it that you belong to or have applied for membership, for example Drug Free Sport NZ, Sport New Zealand, High Performance Sport New Zealand, the NZ Olympic Committee and Paralympics New Zealand.

- e) Your personal information may be used for Hamilton City Netball Centre activities and operations:
- to consider an employment or volunteer application.
  - to amend records to remove or update personal information.
  - for other everyday business purposes that involve use of personal information.
  - to comply with the law; or protect our rights, property, or safety, or that of our members, or others.

### 3. Storing and Disclosing Personal information

- a) Hamilton City Netball Centre will maintain all reasonable protections against the loss, misuse, or inappropriate disclosure of your personal information, and maintain processes to prevent unauthorised use or access to that information. Hamilton City Netball Centre will keep all physical documents secure, both inside and outside its premises.
- b) Hamilton City Netball Centre will keep electronic personal information secure by making sure its data storage is protected from external sources, maintaining regular back up and applying good security practices. Hamilton City Netball Centre may use cloud computing. Where used, Hamilton City Netball Centre will ensure that cloud computing solutions meet good practice security requirements.

### 4. Requests for personal information

- a) You have rights to access and correct your personal information (or your children's) in accordance with the Privacy Act 2020.
- a) If you want to access or correct your personal information (or your children's), please contact:

Hamilton City Netball Centre Administrator  
[admin@netballhamilton.org.nz](mailto:admin@netballhamilton.org.nz)  
07 847 4007

- b) Hamilton City Netball Centre will not disclose information about children to family/whānau unless there is a clear legal right to access that information.
- c) Any questions about Hamilton City Netball Centre's compliance with the Privacy Act should be referred to the Hamilton City Netball Centre Privacy Officer.

### Breach

Breaches of this policy include breaches of any of the Privacy Principles under the Privacy Act 2020.

### Reporting a Breach

Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the Hamilton City Netball Centre Complaints Policy and Procedures.